



# **State Training Center Virtual Classroom 2002-2003 Course Titles and Dates**

For up-to-the-minute information regarding these courses, please visit us on the web at [www.dpa.ca.gov/tcid/stc/virtual/virtual1.shtm](http://www.dpa.ca.gov/tcid/stc/virtual/virtual1.shtm) or call us at (916) 445-5121.

## **2300: PERFORMANCE APPRAISAL**

(1) - 08/26/02 - 09/09/02  
(2) - 10/28/02 - 11/10/02  
(3) - 02/03/03 - 02/18/03  
(4) - 05/05/03 - 05/18/03 89.00

## **2070: STRATEGIC PLANNING OVERVIEW**

(1) - 10/28/02 - 11/10/02  
(2) - 05/05/03 - 05/18/03 89.00

## **2100: PROJECT MANAGEMENT**

(1) - 08/26/02 - 09/16/02  
(2) - 10/28/02 - 11/18/02  
(3) - 02/03/03 - 02/25/03  
(4) - 05/03/03 - 05/25/03 189.00

## **3400: TIME MANAGEMENT**

(1) - 08/26/02 - 09/09/02  
(2) - 10/28/02 - 11/10/02  
(3) - 02/03/03 - 02/18/03  
(4) - 05/03/03 - 05/18/03 89.00

## **5200: GRAMMAR MATTERS**

(1) - 08/26/02 - 09/16/02  
(2) - 10/28/02 - 11/18/02  
(3) - 02/03/03 - 02/25/03  
(4) - 05/05/03 - 05/25/03 189.00

## **5210: THE POWER OF WORDS**

(1) - 08/26/02 - 09/09/02  
(2) - 10/28/02 - 11/10/02  
(3) - 02/03/03 - 02/18/03  
(4) - 05/05/03 - 05/18/03 139.00

## **6110: ANALYTICAL SKILLS**

(1) - 08/26/02 - 09/09/02  
(2) - 10/28/02 - 11/10/02  
(3) - 02/03/03 - 02/18/03  
(4) - 05/05/03 - 05/18/03 139.00

## **6210: WRITTEN COMMUNICATION**

(1) - 08/26/02 - 09/16/02  
(2) - 10/28/02 - 11/18/02  
(3) - 02/03/03 - 02/25/03  
(4) - 05/05/03 - 05/25/03 189.00

## **6230: COMPLETED STAFF WORK**

(1) - 10/28/02 - 11/10/02  
(2) - 05/05/03 - 05/18/03 89.00

## **6760: LEGISLATIVE PROCESS/ BILL ANALYSIS**

(1) - 10/28/02 - 11/18/02  
(2) - 05/05/03 - 05/25/03 189.00

## **8160: COMMUNICATION SKILLS**

(1) - 10/28/02 - 11/18/02  
(2) - 05/05/03 - 05/25/03 189.00

Course dates after June 2003 to be announced  
by April 2003 - Please see our web-site for updates.



# State Training Center STC

## Virtual Classroom Web-Based Training

STC, a worldwide leader in providing innovative workforce development solutions, makes training available to you both in the traditional classroom, fact-to-face environment, and now through our STC *Virtual Classroom*. Experience and research show that a diverse approach to learning can produce an adaptable and skilled workforce ready to meet the challenges of a changing society.

We have partnered with California State University, Regional and Continuing Education to offer Continuing Education Units (CEU's) and high-quality instruction. **Now the best choice for training is also the most convenient!**

### Additional Benefits of Web-Based Training

- Students proceed at their own pace
- Training is consistent, and courses are accessible from virtually anywhere
- Reduced and/or eliminated travel cost
- Managers can measure and track individual skill levels

### The Conference

The Conference is a special interactive component of the STC *Virtual Classroom*. It simulates the classroom where the instructor and the students communicate about experiences and assignments. Students can also communicate with each other in this open forum, helping to replicate the interactive classroom environment. For individuals who may sometimes find it difficult to speak in a face-to-face classroom environment, the Conference allows them to comfortably participate with the instructor and fellow classmates.

### No Textbook Needed

STC *Virtual Classroom* courses do not come with a hardcopy text. All the resources you need for successful course completion are provided on-line. You may, for your own personal use, print any of your course web pages for further study. Course materials are available to you anytime during the time window your class is in session.

### Testimonials

*"I am an Associate Tax Auditor with the Franchise Tax Board in the Houston, Texas District Office. As such, the State Training Center classes were not readily available to me until they launched their Virtual Classroom. My job is very hectic and I am on the road a lot. I am hoping the Time Management class will help me better organize my days so I can become even more productive. Thank you STC for going on-line!"*

**Lori Trautwein, Franchise Tax Board**

*"I took the Project Management and the Time Management classes. My best impression was the instructors. They were very helpful, well prepared, and responded promptly. The best thing was the ability to manage the classes without having to miss or rearrange my schedule. In a very limited time, I learned and gained a great deal of knowledge on these subjects. Thank you for offering such classes."*

**Andy Widjajaj, District Structural Engineer/Division of the State Architect**

*"I just wanted to let you know the Strategic Planning Overview course was the most pleasurable training class I have ever had...hurray for the Internet! Even when I was not actively working on a module, I found myself checking the conference site several times a day to find out what my classmates were writing. The tools I gained from this course were exactly what I needed to go ahead with my strategic plan projects."*

**Tina Townsend, Department of Parks & Recreation**